



## Job Description

<b>Job Title:</b>	<b>Code Enforcement Officer</b> Temporary 2 year	<b>Department:</b> City Development/ Building Inspection Division
<b>Date Issue:</b>	Gen Ord. 34-14-15	<b>Reports To:</b> Director of City Planning and Development
<b>Classification:</b>	Non-Exempt	<b>Wage:</b> \$10.00 - \$15.00/hr Temporary 2 year

## Position Summary

Under direction, assists in the enforcement of environmental health and housing, and performs related work.

## Essential Duties & Responsibilities

1. Performs housing inspections and surveys as they pertain to the minimum housing code.
2. Investigates citizens' complaints relating to the above.
3. Initiates appropriate legal action through the City Attorney on the basis of findings, assists the City Attorney in prosecution, and acts as an expert witness.
4. Performs nuisance control duties.
5. Explains and enforces applicable laws and regulations.
6. Keeps accurate records and completes the necessary reports, forms, and summaries.
7. Performs related work and duties as assigned.

## Qualification Requirements:

1. Public contact experience and demonstrated ability to maintain effective public relationships.
2. Working knowledge of the basic principles and practices of environmental health and construction.
3. Ability to apply departmental laws, rules, regulations, and policies.
4. Ability to secure facts through investigations and inspections.
5. Ability to plan and show independent judgment and discretion.
6. Ability to establish and maintain effective working and public relationships and enforce regulations with tact and impartiality.
7. Possession of a valid Wisconsin Motor Vehicle Operator's License and an insured automobile for use on the job.
8. Ability to prepare and keep accurate records and present effective oral and written reports.

9. Ability to lift “live weight” in excess of 35 pounds safely.
10. Ability to work a varied schedule, if necessary.

### **Education and/or Experience**

Graduation from high school or equivalent. One (1) year experience in the building trade and/or building inspection field preferred.

### **Pre-employment Requirement**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer  
In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.